POSITION DESCRIPTION

Position Title: Senior Administrative Officer (‘Project Officer’)
Organisation Unit: Research Data Services
Position Number: 3039896
Type of Employment: Fixed Term, Full-time
Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The Research Data Services (RDS) project is federally funded by the Department of Education and Training through the NCRIS program, with UQ as the lead agent. It enables researchers to easily store, discover, access and share their data for better research outcomes,

RDS is a continuation of the NCRIS Research Data Storage Infrastructure project which established a number of components including:

- a number of high-capacity storage nodes;
- a dedicated high-bandwidth, low-latency inter-connection network to support data transfer and replication, together with the implementation of
- common access infrastructure that provides a uniform user access experience, and
- appropriate specialised access infrastructure, including the hosting of specialist access tools related to national collections.

RDS leverages the established data storage infrastructure to provide efficient and user friendly data storage, curation, discovery, and access services for the research community.

Through partnering Node Operators, the RDS project supports two fundamental concepts:

1. Service development for prioritised research domains/disciplines
2. Continued operational support for existing infrastructure

The RDS project is also strategically aligned with the priorities of other federally funded e-infrastructure investments including:

- Computational infrastructure in supercomputing through National Computational Infrastructure (NCI) and Pawsey Supercomputing Centre
- Cloud, Virtual Labs, tools and services through National eResearch Collaboration Tools and Resources project (NeCTAR)
- Data management through Australian National Data Service (ANDS)

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

The Senior Administrative Officer (‘Project Officer’) works closely with the Director, Research Data Services to provide timely and professional administrative and operational support in relation to the work of the NCRIS Research Data Services (RDS) project. This includes providing support for key committees and other working groups, assisting with the development of briefing papers, monitoring and managing contract development, and managing and developing business processes for projects underway in the project.

The role will also assist with general administrative support within the Office, including financial and budget support. The position will work collaboratively with other offices within and outside UQ and will assist the Director, RDS directly, as required.

Duties

Duties and responsibilities include, but are not limited to:

Administrative and Operational Support

- Facilitate effective lines of communication with stakeholders to ensure the Director is well informed of matters relating to the Project.
- Revise and assist in the development of Project policies and procedures.
- Coordinate agendas for Committees and working groups established by the Project.
- Prepare and assist with editing of minutes.
- Coordinate meeting arrangements, including liaison with external stakeholders and committee members regarding items for agendas.
- Coordinate promulgation of meeting outcomes, actions and decisions and track items arising from meetings.
- Coordinate and manage travel arrangements for Project staff.
- Undertake background research for projects on behalf of the Director, including thorough analysis of business information data, as required.
- Prepare correspondence, draft reports, briefing notes and presentations including ensuring progress and milestone reports for the Department of Education and Training are prepared in a timely way.
- Review and edit correspondence, invitations, submissions and materials prepared by other units for the Director’s signature.
- Support publication development.
- Coordinate arrangements for the Director’s events and workshops in conjunction with the node operators’ committee and other stakeholders.
- Develop and maintain project management and filing systems to manage the flow of business in the Office.
- Project management as requested on behalf of the Director.
- Assist with financial management in the office as required.
- Provide back-up for staff within the Project Office where necessary.
- Undertake and manage other projects, as required by the Director.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**

The position reports to the Director, Research Data Services
SELECTION CRITERIA

Essential

- Completion of a bachelor degree and at least 4 years subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to write strategic reports and policy papers with a high attention to detail, in conjunction, as appropriate, with other senior staff members.
- Demonstrated skills in administrative management including the ability to review work practices and update procedures and processes.
- Excellent interpersonal skills including the ability to communicate effectively with key external stakeholders and staff at all levels of the University.
- Strong written skills and the ability to synthesise information in the development and review of key documents.
- Sound knowledge and understanding of a wide range of computer applications in a medium sized organisation environment or the demonstrated ability to rapidly acquire such knowledge.
- Exceptional interpersonal skills, including the ability to demonstrate judgment and discretion in a role working with confidential and sensitive information.
- Exceptional accuracy and attention to detail.
- A professional approach with a high level of ethical behaviour, judgment, tact, diplomacy and discretion.
- Ability to work flexibly in a fast-paced environment of changing priorities and ability to prioritise own workload, work autonomously and meet deadlines.

Desirable

- Experience working in the higher education sector, or in the office of a senior executive of a complex organisation;
- Sound knowledge and understanding of the governance structure of the University, the University’s policy and UQ Practices and processes framework or the demonstrated ability to rapidly acquire such knowledge.
- Basic financial and budgeting skills.
- Experience with Records Management Systems, such as TRIM.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.